



# Office of the City Clerk

Weekly Report – for Week Ending October 21, 2016

## OFFICE OF THE CITY CLERK – PROJECTS AND STATUS

### Elections

To date, 114 individuals have contacted the City Clerk and expressed interest in running for elected office.

To date, 785 polls representing nearly 50% of the total needed for the March 7, 2017 Election have been recruited.

On October 17, outreach staff gave 36 presentations at Marshall High School and registered over 600 students to vote.

Staff met with ITA to learn about their new data science collaborative with over 10 universities and discussed how the City Clerk can use election data to improve outreach in low-propensity voter turnout areas.

### Council and Public Services

Two electronic speaker card kiosks were installed in Council Chambers with testing to follow. Training for Council deputies was conducted for the new system, which replaces the paper card-based one.

### Business Improvement Districts

On October 18, 2016, notices were mailed relative to the reconfirmation of assessments for the Chatsworth merchant-based Business Improvement District adopted by the Council on October 11, 2016.

### Records Management

This calendar year, 25,024 boxes in departmental storage and 16,470 boxes in the City Records Center have been approved for destruction. Of these, 4,522 boxes are in process for destruction, and 6,212 boxes have been destroyed.

### Administrative Services Division

Staff is continuing discussions with Union Bank for the potential development, approval and execution of a contract between the City and Union Bank to serve the Neighborhood Council Funding Program. Staff viewed a demo of the Union Bank proposed purchase card program. It appears the program may meet the requirements of the Neighborhood Council Funding Program and a final decision to use Union Bank should occur in the next week.

### Issue(s)

There are ongoing issues with the Council live feed and the network. On October 12<sup>th</sup> there was no audio for the first 30 minutes of the live Council meeting streaming. Then



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on October 14<sup>th</sup> the City Council meeting live-stream in Van Nuys was very slow and at least 15 minutes of a black screen and frequent “freezing.” ITA was notified of the issue.

## **Upcoming**

Staff is completing preparations for the Candidate Briefing Workshops scheduled for October 29 and November 5. A Circulating Petition Workshop is also scheduled for those dates and staff, with the help of Channel 35, is producing an entertaining instructional video to enhance the training.

Two Neighborhood Council treasurers' trainings are scheduled this month:

- October 20th, 6p-9p Marvin Braude Constituent Center, Van Nuys
- October 25, 6p-9p, Kaiser Permanente Conference Center, 25964 S. Normandie (at Permanente Way), Harbor City